

SFRTA Policy for Unsolicited Proposals

TABLE OF CONTENTS

I.	Definition	1
II.	Policy	1
III.	Content of Unsolicited Proposals	1
IV.	Supporting Information.....	3
V.	SFRTA Procedures	3

I. Definition

An unsolicited proposal is a written proposal for a new or innovative idea that is submitted to SFRTA on the initiative of the offeror for the purpose of obtaining a contract or other agreement with SFRTA, and that is not in response to a request for proposal, invitation to bid or any other SFRTA-initiated solicitation or program. All unsolicited proposals are subject to approval by the SFRTA Board.

II. Policy

It is the policy of the SFRTA to accept the submission of new and innovative ideas.

Unsolicited proposals allow unique and innovative ideas or approaches that have been developed to be made available for use in accomplishment of the SFRTA mission. Unsolicited proposals are offered with the intent that SFRTA may enter into a contract with the offeror for research and development, new services, land development or other efforts supporting the SFRTA mission, and often represent a substantial investment of time and effort by the offeror.

References to the Property Committee in this Policy shall only apply if the SFRTA Board has made a specific delegation to the Property Committee to address the unsolicited proposal.

A valid unsolicited proposal must:

1. Be innovative and unique;
2. Be independently originated and developed by the offeror;
3. Be prepared without SFRTA supervision, endorsement, direction, or direct SFRTA involvement, except for preliminary meetings with SFRTA staff for informational purposes and/or requests for information; and
4. Include sufficient detail to permit a determination that SFRTA support could be worthwhile and the proposed work could benefit the agency's mission responsibilities.

All unsolicited proposals will be treated as public records, in accordance with Florida Statutes, and will be made available to the public upon request.

III. Content of Unsolicited Proposals

Unsolicited proposals should contain the following information to permit consideration in an objective and timely manner:

1. Basic information:
 - (a) Offeror's name and address and type of organization; e.g., profit, non-profit, educational, small business;
 - (b) Names and telephone numbers of technical and business personnel to be contacted for evaluation or negotiation purposes;

- (c) Identification of proprietary data to be used only for evaluation purposes;
- (d) Names of other Federal, State, or local agencies or parties receiving the proposal or funding the proposed effort;
- (e) Date of submission; and
- (f) Signature of a person authorized to represent and contractually obligate the offeror.

2. Information Required

- (a) Concise title and abstract (approximately 200 words) of the proposed effort;
- (b) A reasonably complete discussion stating the objectives of the effort or activity, the method of approach and extent of effort to be employed, the nature and extent of the anticipated results, and the manner in which the work will help to support accomplishment of SFRTA's mission;
- (c) Names and biographical information on the offeror's key personnel who would be involved, including alternates; and
- (d) Type of support needed, if any, from the SFRTA; e.g., facilities, equipment, materials, financial or personnel resources.

3. Fee

- (a) An initial fee of \$25,000 payable to the South Florida Regional Transportation Authority must accompany an unsolicited proposal ("Initial Payment"). Proposals received without the Initial Payment shall not be accepted. The fee may be waived by the SFRTA Board or the SFRTA Property Committee. Unsolicited proposals submitted by governmental entities shall be exempt from the payment of any fees.
- (b) Payment shall be made by cash, cashier's check, or any other non-cancelable instrument. Personal checks will not be accepted.
- (c) If the Initial Payment is not sufficient to pay SFRTA's costs of evaluating the unsolicited proposal, SFRTA shall request in writing additional amounts required. The public-private partnership or private entity submitting the proposal shall pay the requested additional fee within 30 days. Failure to pay the additional fee shall result in the proposal being rejected.
- (d) SFRTA shall refund any fees in excess of the costs of evaluating the proposal after the evaluation is complete.
- (e) The fee requirement can be waived if conflicts with federal requirements or can be reduced by the SFRTA Board in the event the SFRTA Board determines that the estimated cost of evaluation will be less than the Initial Payment.

(f) Unsolicited proposals valued at \$100,000 or less shall be exempt from the initial fee requirement in Section III.e(a). However, the SFRTA Executive Director or his/her delegate shall have the authority to require a fee to be paid by the Proposer in the event that staff time devoted to the unsolicited proposal is substantial, as determined solely by the SFRTA Executive Director or his/her delegate.

IV. Supporting Information

1. Financial plan that includes in sufficient detail for meaningful evaluation: (a) proposed price or total estimated cost for the effort; and (b) identifies all required funding sources and timing of funding ;
2. Period of time for which the proposal is valid (a 6-month minimum is suggested);
3. Type of contract preferred;
4. Proposed duration of effort;
5. Brief description of the organization, previous experience, relevant past performance, and facilities to be used;
6. Other statements, if applicable, about organizational conflicts of interest, security clearances, and environmental impacts; and
7. The names and telephone numbers of SFRTA technical or other SFRTA points of contact already contacted regarding the unsolicited proposal.

V. SFRTA Procedures

1. Acceptance and negotiation of an unsolicited proposal:
 - (a) Within 60 days of receipt of an unsolicited proposal and before initiating a comprehensive evaluation, SFRTA staff and Property Committee (if involving property) shall determine if the proposal –
 - (1) Is a valid unsolicited proposal, meeting the requirements of this Policy
 - (2) Is related to SFRTA's mission;
 - (3) Contains sufficient technical and cost information for evaluation; and
 - (4) Has been approved by a responsible official or other representative authorized to obligate the offeror contractually;
 - (b) If the proposal meets these requirements, SFRTA shall promptly acknowledge receipt and advertise for 30 days, in a newspaper of general circulation in one or more counties in SFRTA's service territory, its receipt of the proposal and solicitation for any additional proposals. Following

the end of the advertisement period, SFRTA shall begin to process any related unsolicited proposals.

- (c) A favorable comprehensive evaluation of an unsolicited proposal does not, in itself, justify awarding a contract without providing for full and open competition.

2. Comprehensive Evaluation:

- (a) When performing a comprehensive evaluation of an unsolicited proposal, evaluators (to be selected by SFRTA staff and the SFRTA Property Committee, if involving property) shall consider the following factors, in addition to any others appropriate for the particular proposal:
 - (1) Unique, innovative and meritorious methods, approaches, or concepts demonstrated by the proposal;
 - (2) Overall scientific, technical, or socioeconomic merits of the proposal;
 - (3) Potential contribution of the effort to SFRTA's specific mission;
 - (4) The offeror's capabilities, related experience, facilities, techniques, or unique combinations of these that are integral factors for achieving the proposal objectives;
 - (5) The qualifications, capabilities, and experience of the proposed principal investigator, team leader, or key personnel critical to achieving the proposal objectives; and
 - (6) The realism of the proposed cost.
- (b) The evaluators shall notify the SFRTA Property Committee (if involving property) and the SFRTA Board of their recommendations when the evaluation is completed.
- (c) A favorable comprehensive evaluation of an unsolicited proposal does not, in itself, justify awarding a contract without providing for full and open competition.
- (d) SFRTA staff shall have at least 90 days from the close of the advertisement period to complete its comprehensive evaluation and provide its recommendation to the SFRTA Property Committee (if applicable) and the SFRTA Board. When deemed necessary due to the complexity of the issues or other special circumstances, this timeframe may be extended by the SFRTA Executive Director.

3. Contract negotiations:

- (a) SFRTA may commence negotiations on a sole source basis when an unsolicited proposal has received a favorable comprehensive evaluation

by SFRTA Staff and has been endorsed and approved by the SFRTA Property Committee (if involving property) and Board, respectively, and the requirements for a sole-source procurement in accordance with SFRTA's Procurement Rule, policies and procedures have been met.

4. Contract award:

(a) The award and execution of any contract or agreement relating to an unsolicited proposal is subject to endorsement by the SFRTA Property Committee (if involving property) and approval by the SFRTA Board.

(b) If an unsolicited proposal involves the use of any federal funds or land procured using federal funds, in whole or in part, the award and execution of any contract or agreement relating to the unsolicited proposal is contingent upon the applicable federal agency's approval.

5. Rejection of Unsolicited Proposal

(a) SFRTA shall return an unsolicited proposal to the offeror, citing reasons, when its substance:

- (1) Is available to SFRTA without restriction from another source;
- (2) Closely resembles a proposed or pending competitive acquisition requirement;
- (3) Does not relate to SFRTA's mission; or
- (4) Does not demonstrate an innovative and unique method, approach, or concept, or is otherwise not deemed a meritorious proposal.